

JFHQ-KS CCIR/SIR SOP

REPORTING - GENERAL

Commander's Critical Information Requirements / Serious Incident Report Reporting Procedures

Adjutant General's Department
Joint Forces Headquarters – Kansas
Topeka, KS
26 June 2012

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Joint Forces Headquarters – Kansas
Topeka, Kansas 66611-1287
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Effective 26 June 2012

Reporting – General

Commander's Critical Information Requirements / Serious Incident Report Reporting Procedures

By Order of the Adjutant General

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Summary. This publication establishes policy of The Adjutant General pertaining to Commanders Critical Information Requirements (CCIR) and Serious Incident Report (SIR) reporting procedures for units in the KSNG.

Applicability. This SOP applies to all KSNG units.

Proponent and exception Authority. The proponent of this publication is the J3/Director of Military Support (DOMS). Exceptions to this SOP may only be authorized by TAG.

Suggested Improvements. Users are invited to send comments and suggested improvement to The Adjutant General's Department, ATTN: AGKS-DOMS, 2800 SW Topeka Blvd, Topeka, KS 66611

Distribution. Army, Air – All,

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Supplementation. This SOP cannot be supplemented without approval from the DOMS.

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Chapter 1

General

1-1. Purpose

The purpose of this SOP is to ensure uniform reporting procedures throughout the KSNG as it pertains to information that senior leadership needs apprised of at the State level and potentially forwarded onto National Guard Bureau (NGB) and/or the Departments of the Army and/or Air Force. The guidance and procedures contained in the referenced publications apply unless modified by this SOP. Referenced Army Regulations (AR) and/or Air Force Instructions (AFI) will take precedence over this SOP unless specific guidance from the Director of Military Support (DOMS) office has been addressed in this SOP or published in the form of policy letters. This policy supersedes the KS SIR SOP 01 October 2001 and the JFHQS KS J3 CCIR Requirements Memo dated 07 June 10.

1-2. Policy

List all required (those needed to conduct operations/functions) and related (not needed but has additional info) publications, forms, sources, etc..

1-3. Authority

The proponent of this SOP is the J3/DOMS to manage and coordinate updated CCIR and SIR criteria and establish, monitor and track CCIR and SIR reporting procedures within the KSNG through the Joint Operations Center (JOC).

Chapter 2

Operations and Management

2-1. Responsibilities

- a. The Adjutant General (TAG).
 - (1) Serves as the ultimate authority for the development and implementation of the CCIR/SIR reporting guidelines.
 - (2) Reviews the CCIR listing compatible with command vision and their information requirements.
- b. The Director of Joint Staff (DOJS).
 - (1) Coordinates the Joint Staff critical information requirements into the CCIR/SIR reporting process.
 - (2) Provides the CCIR/SIR listing to the TAG for approval.
 - (3) Reviews the CCIR/SIR distribution listing to ensure proper dissemination of reports.
- c. J3/ Director of Military Support (DOMS)/ Joint Operations Center (JOC).
 - (1) Maintains a listing of CCIRs and SIRs on Guard Knowledge Online (GKO).
 - (2) Serves as the communications conduit to receive, document, archive, and forward all CCIR/SIR reporting.
 - (3) Maintains the distribution listings to ensure proper routing of CCIR/SIR (ex: Senior Leadership, NGB, etc.).
 - (4) Ensures all follow-up reporting is completed and CCIR/SIR reports are closed out.
- d. ATAG Air/ATAG Army/DOS/COS-A.
 - (1) Ensures the CCIR/SIR reporting criteria is disseminated and understood throughout their subordinate formations.
 - (2) Reports all CCIR/SIR events through the chain of command and JOC in accordance with established reporting criteria.
 - (3) Files a follow up report every 7 days until the CCIR/SIR incident is closed out.
- e. Major Subordinate Unite Commanders/Administrative Officers.
 - (1) Ensures the CCIR/SIR reporting criteria is disseminated and understood throughout their subordinate formations.
 - (2) Reports all CCIR/SIR events through the chain of command and JOC in accordance with established reporting criteria.
 - (3) Files a follow up report every 7 days until the CCIR/SIR incident is closed out.

2-2. Elements of CCIR and SIR Reporting

- a. Commander's Critical Information Requirements. CCIRs comprise information requirements identified by the commander as being critical to timely information management and the decision-making process that affect successful mission accomplishment. The CCIRs are listed in Appendix B.

b. **Serious Incident Reporting.** Serious Incidents (SIRs) are any actual or alleged incident, accident, misconduct, or act, primarily criminal in nature, potential for adverse publicity, or potential consequences that warrants timely notice to this headquarters. Categories of Serious Incident Reporting (SIR) are listed in Appendices C-E. Commanders should report any incident that might concern KSNG as a serious incident, regardless of whether it is specifically listed. In cases of doubt, report the incident.

Chapter 3

Administrative Procedures

3-1. General Reporting Responsibilities

All units must report any CCIR and SIR listed in Appendices A-D through their proper chain of command without delay due to incomplete information. Written reports will follow the template identified in Appendix F. Major Subordinate Commands (MSCs) will include the JOC in all CCIR/SIR reporting after receipt from their units. All SIRs in which a Service member is listed as a subject will state whether the Service member has deployed within the past year. In determining whether an incident is of concern to the KSNG, the following factors should be considered:

- a. Severity of the incident;
- b. Potential for adverse publicity;
- c. Potential consequences of the incident;
- d. Whether or not the incident is reportable under other reporting systems;
- e. Effect of the incident on readiness or the perception of readiness.

3-2. Reporting Time Requirements

Submission of an SIR will not be delayed due to incomplete information. All pertinent information known at time of SIR submission will be included. Additional required information will be provided in a subsequent add-on report.

a. **CCIR.** Report by telephone immediately upon discovery or notification at the Major Subordinate Command level. The telephonic report will be followed by a written report to the JOC by electronic mail within 6 hours of discovery or notification. Facsimile will be used as a supplemental transmission.

b. **SIR Category 1.**

(1) Report by telephone immediately upon discovery or notification at the Company, Battalion and Major Subordinate Command level. The telephonic report will be followed by a written report (fig 9-1, AR 190-45) to the JOC by electronic mail within 6 hours of discovery or notification. Facsimile will be used as a supplemental transmission.

(2) The JOC initiates a telephonic report to the ARNG Watch immediately upon discovery or notification from the field.

(3) The JOC submits a written report to ARNG Watch within 12 hours of discovery or notification.

(4) "Add-on" submission of information not available at the time of the original report within 15 days of the initial submission date (figs 9-2 and 9-5, AR 190-45).

(5) Correction submitted to correct information from an earlier report (figs 9-3 and 9-6, AR 190-45).

c. **SIR Category 2.**

(1) Submit a written report (fig 9-1, AR 190-45) by electronic mail to the JOC within 12 hours of discovery or notification at the installation level. Facsimile will be used to supplement the transmission.

(2) The JOC initiates a written report sent to ARNG Watch within 24 hours of discovery or notification by the field.

(3) "Add-on" submission of information not available at the time of the original report within 15 days of the initial submission date (figs 9-2 and 9-5, AR 190-45).

(4) Correction submitted to correct information from an earlier report (figs 9-3 and 9-6, AR 190-45).

(5) If the incident involves Federal Crimes reportable under AR 381-10 and AR 190-45, include the Army General Counsel as a "To" addressee and HQDA Deputy Chief of Staff, G-2 (DAMI-CD) as an information addressee.

d. SIR Category 3.

(1) Submit a written report (fig 9-1, AR 190-45) by electronic mail to the JOC within 12 hours of discovery or notification at the installation level. Facsimile will be used to supplement the transmission.

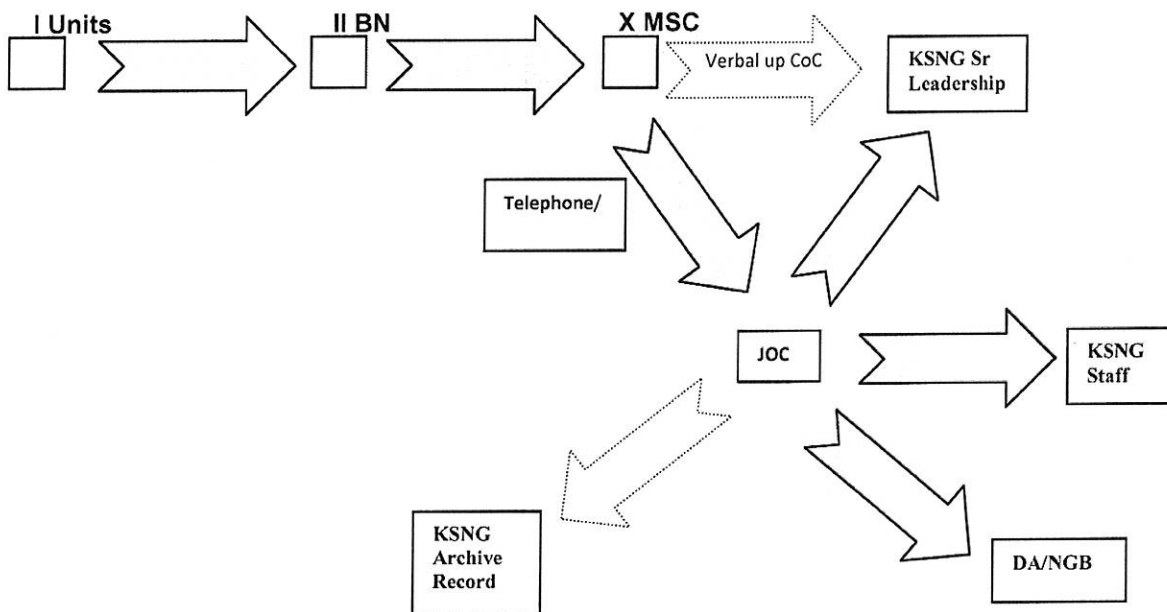
(2) The JOC submits a written report to the ARNG Watch within 24 hours of discovery or notification by the field.

(3) "Add-on" submission of information not available at the time of the original report within 15 days of the initial submission date (figs 9-2 and 9-5, AR 190-45).

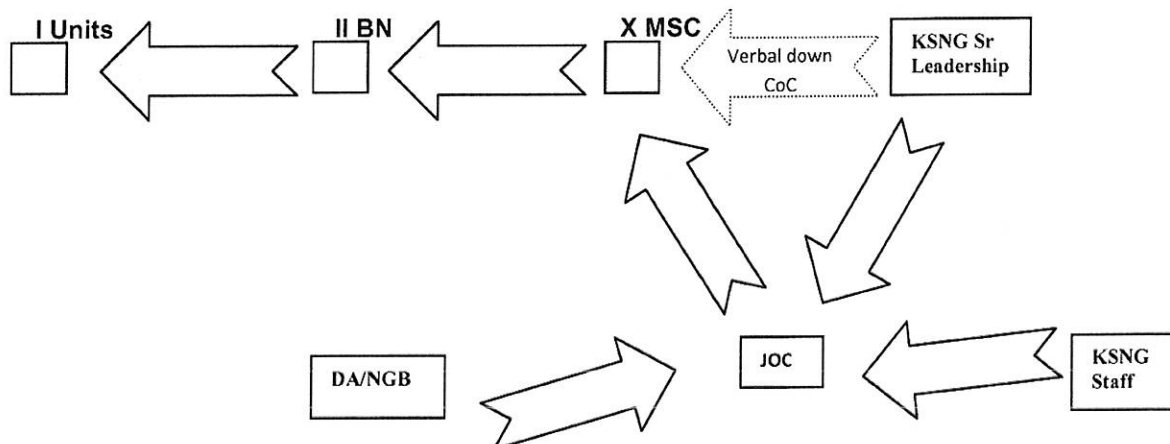
(4) Correction submitted to correct information from an earlier report (figs 9-3 and 9-6, AR 190-45).

e. Mobilized units will send SIR and CCIR to the JOC IOT keep KSNG leadership apprised of issues affecting KSNG personnel. Additionally, deployed units will provide a unit activities summary (at least monthly) via electronic mail to the JOC. Mobilized units utilizing electronic email will notify the JOC by Non-secure Internet Protocol Router Network (NIPRNET) if the JOC needs to access the SIR or CCIR by Secret Internet Protocol Router Network (SIPRNET).

3-3. CCIR/SIR Flow Diagram



3-4. CCIR/SIR Flow Diagram (Feedback)



APPENDIX A

References

Section I

Required Publications

DoDI 6055.1

DoD Safety and Occupational Health Program, 19AUG98

AR 190-45

Law Enforcement Reporting, 30MAR07

AR 381-10

U.S. Army Intelligence Activities, 3MAY07

AR 385-10

The Army Safety Program, 14JUN10

NGR 385-10

Army National Guard Safety Program, 12SEP08

NGB Memorandum

Serious Incident Reporting (SIR) Procedures for the ARNG, 30OCT07

JFHQ-KS SOP 385-10

Army National Guard Safety Program, 24FEB10

AFI 71-101

Special Investigations, 08APR11

AFI 91-202

Safety, 05AUG11

AFI 31-101

Air Force Installation Security Program - Integrated Defense Plan, 1MAR04

AFI 10-206

Operations Reporting, 06SEP11

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read a related publication to understand this publication.

APPENDIX B
KSNG COMMANDER'S CRITICAL INFORMATION REQUIREMENTS (CCIRS)

1. KIA of KSNG member.
2. WIA of KSNG member.
3. MIA of deployed or non-deployed KSNG member (disappearance/kidnapping).
4. Severe injury of KSNG member regardless of status.
5. Any Class A or B accident involving KSNG personnel/equipment. A death is Class A.
6. Mobilization or Mobilization alert of KSNG unit(s).
7. Loss of any sensitive item.
8. Any change in arming status level of KSNG forces (CONUS).
9. Any delays in deployment/redeployment to KSNG that may result in changes to RON locations and orders duration.
10. Any significant political, economic, military event or disaster (natural or man-made) which might impact Kansas and could result in a request for DSCA support from the KSNG.
11. Any acts of terrorism or credible indications of imminent acts of terrorism in Kansas, Region, or CONUS.
12. Any indications of Chemical, Biological, Radiological, Nuclear, or High-yield Explosives (CBRNE) accidents or incidents in Kansas, Mid-west region or significant attacks within CONUS.
13. Any changes to the Homeland Security Advisory System or Force Protection levels at KSNG facilities, military installations and/or CI sites in Kansas.
14. Loss of Command and Control communication ability.
15. Significant changes in KSNG unit(s) mission capability, CONUS or OCONUS.
16. Loss of any Service member due to Suicides, Attempted Suicides and/or Suicidal Idealizations.

APPENDIX C
CATEGORY 1 REPORTABLE SERIOUS INCIDENTS

1. Category 1 Reportable Serious Incidents are derived from AR 190-45, dated 30 March 2007.
2. Actual or alleged incidents involving the following:
 - a. Riots, serious disturbances, or demonstrations targeted against the KSNG or involving KSNG personnel.
 - b. War crimes, including mistreatment of enemy prisoners of war, detainees, displaced persons, retained persons, or civilian internees; violations of the Geneva Conventions; and atrocities.
 - c. Terrorist activities sabotage, and incidents, initiated or sponsored by known terrorists, dissident groups, or criminal elements that occur on/in Kansas or involve KSNG personnel or property in Kansas.
 - d. Bomb or explosive incidents resulting in death, injury of KSNG personnel, or damage to military property.
 - e. Incidents involving material damage that seriously degrade unit operational or training readiness.
 - f. Threats against government weapons and ammunition.
 - g. Any other incident the commander determines to be of immediate concern to TAG based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

APPENDIX D

CATEGORY 2 REPORTABLE SERIOUS INCIDENTS

1. Category 2 Reportable Serious Incidents are derived from AR 190-45, CH 8, dated 30 March 2007.

2. Actual or alleged incidents involving the following:

a. Theft, suspected theft, wrongful appropriation, or willful destruction of Government property or appropriated funds valued at more than \$100,000.

b. Theft, suspected theft, negligence, or conflict of interest involving Government non appropriated funds or property valued at more than \$100,000.

c. Racially or ethnically motivated criminal acts by or towards KSNG members.

d. Loss, theft, wrongful disposition, willful destruction, or mismanagement of the following:

(1) Evidence.

(2) Sensitive items, other than arms and ammunition, identified by Controlled Inventory Item Code 1-6, 8, 9, Q, R or Y (see AR 710-2).

(3) Controlled Cryptographic Items.

(4) Drugs identified in the Comprehensive Drug Abuse Prevention and Control Act of 1970 as Schedules I, II, III, IV, and V controlled substances. Schedule II - V drugs are Government-controlled medical substances and are identified as R and Q controlled medical items in the Federal Supply Catalog. Schedule I drugs, as identified in the Act, are only used by DOD for research, and are not available through the supply system.

(5) Any chemical agent, research chemical agent, or biological select agent or toxin.

e. Wrongful possession, manufacture, or distribution of controlled substances, to include narcotics, drugs, or marijuana in the quantities listed below:

(1) Cocaine, 100 grams or more.

(2) Marijuana, 1000 grams or more.

(3) Hashish, 1000 grams or more.

(4) Heroin, 100 grams or more.

(5) Methamphetamines or barbiturates, 100 grams or more.

(6) LSD, 6 grams or more.

(7) PCP, 100 grams or more.

(8) For narcotics and dangerous drugs not listed, use quantities for like substances listed above.

f. Significant violations of Army standards of conduct, to include bribery, conflict of interest, graft, or acceptance of gratuities by Soldiers or DA or non-appropriated fund (NAF) employees.

g. Theft, loss, suspected theft, unaccounted or recovered arms, ammunition, and explosives (AA&E) in the following quantities:

(1) Any missile, rocket, mine, artillery, or mortar rounds.

(2) Any machine gun or automatic fire weapon.

(3) Any fragmentation, concussion, high explosive grenade, or other type of simulator or device containing explosive materials, including artillery or ground burst simulators.

(4) Any explosives, to include demolition explosives (for example, detonation cord, blocks of explosives (C-4), and so on).

(5) One or more semi-automatic or manually operated firearms.

(6) Five or more rounds of ammunition greater than .50 caliber.

(7) 1,000 or more rounds of .50 caliber or smaller ammunition.

h. Actual or attempted break-ins of arms rooms or storage areas for AA&E.

- i. Armed robbery or attempted armed robbery of AA&E.
- j. Any evidence of trafficking of AA&E, such as bartering for narcotics or any other thing of value, to include taking AA&E across international borders, regardless of the quantity of AA&E involved.
- k. Aggravated arson.
 - l. All deaths occurring on KSNG installations and or property must be reported, including, but not limited to, homicides, suicides, and deaths resulting from traffic accidents, training accidents, fires, or other incidents. Additionally, deaths of family members that occur off the installation which are deemed to be criminal in nature will be reported. All deaths of Service members that occur off the installation will be reported. If the manner of death is unknown, the incident should be reported as "undetermined manner of death." The manner of death should be reported by add-on SIR as soon as determined. Whether the next of kin has been notified should be included in the SIR. Seatbelt and alcohol use should also be included in the SIR.
- m. Kidnapping.
- n. Major fires or natural disasters involving death, serious injury, property damage in excess of \$250,000 (see additional reporting requirements in AR 420-90), or damage that seriously degrades unit operational or training capabilities.
- o. Group breaches of discipline involving 10 or more persons who collectively act to defy authority.
- p. Training and troop movement accidents resulting in serious injury or death.
- q. Maltreatment of Service members or DA civilians to include assaults, abuse, or exploitation where the offender has a trainer, supervisor, or cadre-trainee relationship with the victim, regardless of whether they are members of the same organization. Instances of consensual sex are not reportable unless other considerations such as sexual harassment or adverse publicity are involved.
- r. Violations of Army policy as it pertains to monitoring and recording of conversations (see AR 190-30, AR 190-53, and AR 525-1), or acquisition and storage of non-affiliated U.S. person information (see AR 380-13).
- s. Actual or alleged incidents of child abuse which takes place within an KSNG organizational setting or facility (for example, child development center, youth activities center, MTF, gymnasium, and so on) or an Army sponsored or sanctioned activity (for example, quarters-based family child care home, youth sports or recreation activities, field trips, and so on). This paragraph applies to incidents of child abuse occurring within the family unit which involve the use of a weapon (for example, a firearm, knife, or other devices which will cause serious bodily injury), the victim suffers a broken limb, is sexually abused, is choked or strangled, or is admitted to the hospital because of injuries incurred during the incident.
- t. Serious child injury or death, not resulting from child abuse, on KSNG property or at a KSNG sponsored event (Teen Camp, STARBASE, or Yellow Ribbon event).
- u. Serious domestic violence incidents (unrestricted reporting only). This report will include whether the Service member was deployed within the past year leading up to the incident.
- v. Incidents involving firearms that cause injury or death.
- w. Federal crimes reportable under paragraph 16-3, AR 381-10, when they meet reporting criteria:
 - (1) Espionage.
 - (2) Sabotage.
 - (3) Unauthorized disclosure of classified information.

- (4) Seditious conspiracy to overthrow the U.S. Government
 - (5) Crimes involving foreign interference with the integrity of U.S. Government institutions or processes.
 - (6) Crimes involving intentional infliction or threat of death or serious physical harm.
 - (7) Unauthorized transfer of controlled technology to a foreign entity.
 - (8) Tampering with, or unauthorized access to, information systems.
- x. Any other incident that the commander determines to be of concern to TAG based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

APPENDIX E

CATEGORY 3 REPORTABLE SERIOUS INCIDENTS

1. Category 3 Reportable Serious Incidents are derived from NGB-ARO-FP Memorandum Serious Incident Reporting (SIR) Procedures for the Army National Guard, dated 23 October 2007.

2. Actual or alleged incidents involving the following:

- a. All deaths occurring on or off installations must be reported. Report M-Day Soldiers as "Civilian (M-day)" on the duty status line.
- b. Theft, suspected theft, wrongful appropriation, or willful destruction of Government property or appropriated funds valued at more than \$1000.00 but less than \$100,000.
- c. Theft, suspected theft, negligence, or conflict of interest involving Government non-appropriated funds or property valued at more than \$1000.00 but less than \$100,000.
- d. Theft, loss, suspected theft, unaccounted or recovered .50 caliber or smaller ammunition of 250 to 999 rounds.
- e. Single loss of 10 or more United States DoD/Uniformed Services Identification Cards.
- f. Theft, loss, suspected theft, or unaccounted for U.S. Government Credit Card (Military Cards).
- g. Theft, loss, suspected theft, or unaccounted for military or GSA vehicle.
- h. Any training or operational incident not covered by Category 2 that may initiate media attention or official inquiry.
- i. Other significant incidents that may initiate media attention or official inquiry as determined by the State.

APPENDIX F

KSNG CCIR/SIR REPORTING FORMAT

A fillable reporting format is located on GKO at the following link:

<http://states.gkoportal.ng.mil/states/ks/repository/Serious%20Incident%20Reports/Forms/KSNG%20SIR%20REPORT%20FORM.dotx>

(Instructions for filling out the reporting format can be found in fig 9-1, AR 190-45)

KSNG SIR REPORTING FORM For use of this form, see JFHQ-KS CCIR/SIR SOP ; the proponent agency is DOMS, J-3

SUBJECT: [Click here to enter text](#) (IOC will complete this number sequence.)

1. **Category:** Choose an item.
2. **Type of incident:** [Click here to enter text](#).
3. **Date and time:** [Click here to enter text](#).
4. **Location:** [Click here to enter text](#).
5. **Other Information:**
 - a. **Racial:** Choose an item.
 - b. **Trainee Involvement:** Choose an item.
6. **Personnel involved:**

Identifying information is needed for subjects and victims only. Additional and other persons related to the report such as witnesses or complainants can be included in paragraph 7 with brief descriptive data.

- a. **Subject:**
 - 1) **Name (last, first, middle):** [Click here to enter text](#).
 - a) **Rank or grade:** [Click here to enter text](#).
 - b) **Last 4 of Social Security Number:** [Click here to enter text](#).
 - c) **Race:** [Click here to enter text](#).
 - d) **Sex:** Choose an item.
 - e) **Age:** [Click here to enter text](#).
 - f) **Position:** [Click here to enter text](#).
 - g) **Security Clearance:** Choose an item.
 - h) **Unit and station of assignment:** [Click here to enter text](#).
 - i) **Duty status:** [Click here to enter text](#).
- b. **Victim (if applicable):**
 - 1) **Name (last, first, middle):** [Click here to enter text](#).
 - a) **Rank or grade:** [Click here to enter text](#).
 - b) **Last 4 of Social Security Number (if known):** [Click here to enter text](#).
 - c) **Race:** [Click here to enter text](#).
 - d) **Sex:** Choose an item.
 - e) **Age:** [Click here to enter text](#).
 - f) **Position:** [Click here to enter text](#).
 - g) **Security Clearance:** Choose an item.
 - h) **Unit and station of assignment:** [Click here to enter text](#).
 - i) **Duty Status:** [Click here to enter text](#).

7. **Summary of incident:** [Click here to enter text](#).
8. **Remarks:** [Click here to enter text](#).
9. **Publicity:** [Click here to enter text](#).
10. **Commander reporting:** [Click here to enter text](#).
11. **Point of Contact:** [Click here to enter text](#).
12. **Downgrading instruction:** [Click here to enter text](#).

Prepared by: [Click here to enter text](#).

Reviewed by: [Click here to enter text](#).

DTG: [Click here to enter text](#).

APPENDIX G ACCIDENT REPORTING

ACCIDENT/INJURY REPORTING

1. Accident/Injury Reporting is derived from JFKS SOP 385-10, dated 24 February 2010.

2. Actual or alleged accidents/Injury involving the following:

a. Class A Accident: The total cost of property damage is \$2,000,000 or greater; an KS-ANG aircraft is destroyed; missing or abandoned; or an injury and/or occupational illness results in a fatality or permanent total disability.

b. Class B Accident: The total cost of property damage is \$500,000 or greater, but less than \$2,000,000; an injury and/or occupational illness results in permanent partial disability; or three or more people are hospitalized as inpatients as the result of a single occurrence.

c. Class C Accident: The total cost of property damage is \$50,000 or greater, but less than \$500,000; a nonfatal injury causes 1 or more days away from work or training beyond the day or shift on which it occurred or disability at any time (that does not meet the definition of Class A or B and is a lost time case).

d. Class D Accident: The total cost of property damage is \$2,000 or greater, but less than \$50,000; or a nonfatal injury or illness resulting in restricted work, transfer to another job, medical treatment greater than first aid, needle stick injuries and cut from sharps that are contaminated from another person's blood or other potentially infectious material, medical removal under medical surveillance requirements of an OSHA standard, loss of consciousness, occupational hearing loss, or a work related tuberculosis case.

e. Class R accident: All non-duty losses will be recorded in RCAS-SOH as a Class R accident. A Class R accident is defined as a non duty loss/accident, near misses, State Active Duty, or other KSNG sponsored event. The creation of a Class R accident is unique to the KSNG and expands trending ability and provides emphasis on program requirements.

3. All units will utilize DA Form 285. DA Form 285, Abbreviated Ground Accident Report (AGAR) will be submitted with all unit Line of Duty (LOD) reports submitted to the KSARNG Medical Command. DA Form 285 must be initiated within twenty-four (24) hours of an accident, injury/occupational illness. DA Form 285 can be found at <http://armypubs.army.mil>.

POV GUIDANCE

1. The POV accident is the biggest killer of Service members in the KSNG. Commanders throughout the KSNG must stress the safe operation of a POV at each opportunity and include POV Safety in their regular safety briefing. This guidance further directs Commanders at every unit to implement the "Six Point POV Program":

a. Army and Air Force accidents records show that in most fatal auto accidents, the driver is speeding. This includes not only exceeding the posted legal speed limit but also driving too fast for road and/or weather conditions.

b. Driving while under the influence of drugs or alcohol is the number one cause of fatal POV accidents.

c. Buckle up for safety, this is not only required by Army and Air Force Regulations, it is State law.

d. TAG Policy Letter #17, Electronic Communications Device Use While Driving, should be practiced policy at all times.

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